

UNITED STATES DISTRICT COURT
Northern District of California
CLERK'S OFFICE ADMINISTRATION DEPARTMENT
450 GOLDEN GATE AVENUE
SAN FRANCISCO, CA 94102

ANITA M. BOCK
Chief Deputy of Administration

REQUEST FOR QUOTATION

This is a Request for Quote (RFQ) based on OPEN MARKET PRICING to provide jury parking validation services for the United States District Court Divisional Office in Oakland California. An award will be made on the basis of price per vehicle lowest priced technically acceptable bid. The total award for this RFQ will not exceed \$60,000.00 for a period of one year from date of award.

Request Date: May 10, 2012
Question Closing Date: May 24, 2012
Request Closing: 4:00 p.m. (PST) on May 25, 2012
RFQ Number: USDC-CAND-JP-Oak-2012-01

Special Notes and Instructions

1. This is a request by the United States District Court, Northern District of California (the "Court") for Open Market Pricing.
2. Source selection will be made on a 'lowest price / technically acceptable' per vehicle cost.
3. All questions or clarifications must be submitted by 1:00 p.m. (PST) on May 24, 2012 to the court representative listed in item 4.
4. **Quotes must be emailed to the below listed court representative at the listed address no later than 4:00 p.m. on the Requested Closing Date of May 25, 2012:**

Carlos Obando, IT Budget & Procurement Technician
U.S District Court | Northern District of California
450 Golden Gate Avenue
Room 16-5230
San Francisco, CA 94102
Carlos_obando@cand.uscourts.gov

5. For this procurement, the Court suggests the following factors be submitted in the final proposal:
 - a) Loss of validation ticket fee (if applicable)
 - b) Indemnity Policy
 - c) Grand total is not needed for this bid; evaluation will be made on price per vehicle.
6. If the proposing company fails to provide the required information or if the information cannot be verified to the satisfaction of the court, then the proposing company's proposal may be rejected without further consideration.

7. Quotes for RFQ USDC-CAND-JP-SJ-01 must include the following:

<u>Short Description</u>	<u>List of Tasks/Items</u>	<u>Unit Price</u>	<u>Extended Price</u>
<u>1</u> Price per vehicle cost-Average number of individuals can range 0-50 for jury selection and 4-24 for a trial.	Parking will be on Monday through Friday and during regular garage or open lot hours.		
		Total Cost:	Price per person.

Vendor's Name:

Vendor's Address:

Vendor's City, State and Zip Code

Vendor's Street Address (if different from above)

Tax Identification Number:

Discount Terms or Net 30:

Performance Start Date:

Signature of Person Authorized to Sign Quote (Title and Date) (Electronic signature acceptable)

STATEMENT OF WORK

1. INTRODUCTION

Jury parking validation services are provided for potential and sitting jurors of the District Court for the Northern District of California-Oakland Divisional Office.

2. SCOPE

Parking facilities or lot must be available Monday through Friday, 6 a.m. to 6 p.m.

A 1-2 block radius which is within easy walking distance to the Ron V. Dellums Federal Building and Courthouse in Oakland.

A substantial parking facility or lot which will accommodate a fluctuation of sitting and potential jurors during business hours Monday through Friday, 6 a.m. to 6 p.m. . Federal Holidays and or weekends should not be taken into consideration in final bid.

- Fluctuation of potential and sitting jurors depend on trials on a day to day basis.
- The District Court will not provide advanced notice of any potential or sitting juror headcount changes to the vendor verbally or in writing.

The period of performance will be from date of award and will last no longer then a 12-month period unless terminated by either party prior to the latter time-line.

3. SPECIAL REQUIREMENTS

Invoices will be submitted on a monthly basis to the Procurement and Facilities Department at the District Court in Oakland for payment review and consideration on a net terms basis. This requirement is not negotiable.

4. REVIEW AND ACCEPTANCE OF DELIVERABLES

The vendor must provide an appropriate number of parking spaces at their parking facility or parking lot which shall remain free of any hazards, safe and secure.

5. LOCATION OF PERFORMANCE

Juror parking lot must be within a 1-2 block radius from the Ron V. Dellums Federal building (see scope):

**United States District Court | Northern District of California
Clerk's Office
Ron V. Dellums Federal Building
1301 Clay Street, Suite 400S
Oakland, CA 94612**

6. SOURCES OF INFORMATION AND DATA

The court contracting officer is:

Helene McVanner

Helene_Mcvanner@cand.uscourts.gov

415-522-2095

The court procurement technician is:

Carlos Obando

Carlos_Obando@cand.uscourts.gov

415-522-2081

Judiciary Purchase Order Terms and Conditions are attached.

JUDICIARY PURCHASE ORDER TERMS AND CONDITIONS

PURCHASE ORDER TERMS AND CONDITIONS Provisions and Clauses

1) **Clause B-5 Clauses Incorporated by Reference (SEP 2010)**

This contract incorporates one or more clauses by reference, with the same force and effect as if they were given in full text. Upon request, the contracting officer will make their full text available. Also, the full text of a clause may be accessed electronically at this address: <http://www.uscourts.gov/procurement.aspx>

2) The following clauses are included by reference:

Clause 3-3, Provisions, Clauses, Terms and Conditions - Small Purchases (APR 2011)

3) **Provision 3-5, Taxpayer Identification and Other Offeror Information (APR 2011)**

(a) *Definitions.*

"Taxpayer Identification (TIN)," as used in this provision, means the number required by the Internal Revenue Service (IRS) to be used by the offeror in reporting income tax and other returns. The TIN may be either a social security number or an employer identification number.

(b) All offerors shall submit the information required in paragraphs (d) and (e) of this provision to comply with debt collection requirements of 31 U.S.C. 7701(c) and 3325(d), reporting requirements of 26 U.S.C. 6041, 6041A, and implementing regulations issued by the IRS. If the resulting contract is subject to the payment reporting requirements, the failure or refusal by the offeror to furnish the information may result in a 31 percent reduction of payments otherwise due under the contract.

(c) The TIN may be used by the government to collect and report on any delinquent amounts arising out of the offeror's relationship with the government (31 U.S.C. 7701(c)(3)). If the resulting contract is subject to payment recording requirements, the TIN provided hereunder may be matched with IRS records to verify the accuracy of the offeror's TIN.

(d) *Taxpayer Identification Number (TIN):* _____

- ☐ TIN has been applied for.
- ☐ TIN is not required, because:
- ☐ Offeror is a nonresident alien, foreign corporation or foreign partnership that does not have income effectively connected with the conduct of a trade or business in the United States and does not have an office or place of business or a fiscal paying agent in the United States;
- ☐ Offeror is an agency or instrumentality of a foreign government;
- ☐ Offeror is an agency or instrumentality of the federal government.

(e) *Type of organization:*

- ☐ sole proprietorship;
- ☐ partnership;
- ☐ corporate entity (not tax-exempt);
- ☐ corporate entity (tax-exempt);
- ☐ government entity (federal, state or local);
- ☐ foreign government;
- ☐ international organization per 26 CFR 1.6049-4;
- ☐ other _____.

(f) *Contractor representations.*

The offeror represents as part of its offer that it is ☐ , is not, ☐ 51% owned and the management and daily operations are controlled by one or more members of the selected socio-economic group(s) below:

- ☐ Women Owned Business
- ☐ Minority Owned Business (if selected, then one sub-type is required)
 - ☐ Black American
 - ☐ Hispanic American
 - ☐ Native American (American Indians, Eskimos, Aleuts, or Native Hawaiians)
 - ☐ Asian-Pacific American (persons with origins from Burma, Thailand, Malaysia, Indonesia, Korea, The Philippines, U.S. Trust Territory of the Pacific Islands (Republic of Palau), Republic of the Marshall Islands, Federated States of Micronesia, the Commonwealth of the Northern Mariana Islands, Guam, Samoa, Macao, Hong Kong, Fiji, Tonga, Kiribati, Tuvalu, or Nauru)
 - ☐ Subcontinent Asian (Asian-Indian) American (persons with origins from India, Pakistan, Bangladesh, Sri Lanka, , the Maldives Islands, or Nepal)
 - ☐ Individual/concern, other than one of the preceding.

(end)

(The contracting officer will attach any other applicable standard judiciary provisions or clauses. The contracting officer will not include provisions or clauses which are already in the Clause 3-3. CO Note: Before including additional provisions or clauses refer to the Guide, Volume 14, [Appendix 1C](#) to determine, if the provision or clause can be included by reference or must be included in full text. If additional provisions are included by reference, then B-1 also must be included.)

ADMINISTRATIVE OFFICE OF THE UNITED STATES COURTS
Accounting and Financial Systems Division

VENDOR INFORMATION/CERTIFICATION

Vendor Information:	Financial Information:										
Name	Bank Name										
Business Name <i>(if different from above)</i>	City										
Address 1	State Zip										
Address 2	<table border="1"><tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr></table>										
State Zip	Routing Number <i>(this nine digit number appears on your checks, but do not include individual check numbers)</i>										
Soc Sec/Federal ID #	Account Number										
DUNS #	Type of Account: <i>(select one)</i>										
Telephone Number:	<input type="checkbox"/> Checking <input type="checkbox"/> Savings										

Type of Organization for 1099 reporting:

- | | |
|---|---|
| <input type="checkbox"/> sole proprietorship; | <input type="checkbox"/> partnership; |
| <input type="checkbox"/> corporate entity <i>(not tax-exempt)</i> ; | <input type="checkbox"/> corporate entity <i>(tax-exempt)</i> ; |
| <input type="checkbox"/> health care provider; | <input type="checkbox"/> other _____ |
| <input type="checkbox"/> government entity <i>(write in either federal, state or local)</i> | _____ |

Certification

Tax Payer Identification Number *(TIN number)*: _____

Under penalties of perjury, I certify that:

- | | |
|--------------------------|--|
| 1. | The number above is my correct taxpayer identification number (or I am waiting for a number to be assigned to me), and |
| <input type="checkbox"/> | 2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest and dividends, or (c) the IRS has notified me that I am no longer subject to the backup withholding, and |
| 3. | I am a U.S. citizen or other U.S. person (defined below). |

You must check box next to item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. If you make a false statement with no reasonable basis that results in no backup withholdings, you are subject to a \$500 penalty. Willfully falsifying certifications or affirmations on this form may subject you to criminal penalties including fines and/or imprisonment.

Definitions:

"Taxpayer Identification (TIN)" is the number required by the Internal Revenue Service (IRS) to be used in reporting income tax and other returns. The TIN may be either a social security number (SSN) or an employer identification number (EIN).

"U.S. person" means:

- An individual who is a U.S. citizen or U.S. resident alien,
- A partnership, corporation, company, or association created or organized in the United States or under the laws of the United States.

The TIN, as well as the information above is required in order to comply with debt collection requirements of [31 U.S.C. §§ 7701\(c\)](#) and [3325\(d\)](#), reporting requirements of [26 U.S.C. §§ 6041](#) and [6041A](#), and implementing regulations issued by the IRS. Failure or refusal to furnish this information may result in 28 percent backup withholding on any payments otherwise due under any awarded contract or purchase order.

The TIN may be used by the government to collect and report on any delinquent amounts arising out of the vendor's relationship with the government ([31 U.S.C. § 7701\(c\)\(3\)](#)). The TIN provided may be matched with IRS records to verify its accuracy.

Complete this section only if a TIN was not provided on page one, and select closest reason why not:

- ☐ The vendor is a nonresident alien, foreign corporation or foreign partnership that does not have income effectively connected with the conduct of a trade or business in the United States and does not have an office or place of business or a fiscal paying agent in the United States;
- ☐ The vendor is an agency or instrumentality of a foreign government;

**Additional information required for vendors used for procurement
(purchase orders, contracts, etc.)**

Indicate which, if any, of the following categories are applicable. These categories require that the vendor is 51% owned and the management and daily operations are controlled by one or more members of the selected socio-economic group:

- ☐ Women Owned Business
- ☐ Minority Owned Business (If yes, select one of the owner's race/ethnicity selections from below):
- ☐ Asian-Pacific American ☐ Black American ☐ Subcontinent Asian (Asian-Indian) American
- ☐ Hispanic American ☐ Native American ☐ Other than one of the preceding

Date: _____

Vendor's signature

For Agency Use Only

The vendor name and DUNS number is all that is required for registered Central Contractor Registration (CCR) vendors. (Check www.ccr.gov for registration status.) Do not use this form for purchase card merchants.

Mark Boxes that apply: ☐ Addition ☐ Change Vendor Code: _____ *(make entry only if change)*

The following information is optional for individuals whose name and telephone are already on the form:

Contact Name: _____

Telephone Number: _____ Email: _____

Identification of person making this request:

Name: _____

Telephone Number: _____ Originating Office: _____

Please type or print clearly. For AO FAS4T Users only, e-mail the completed form to: AOdb_AO_FAST4T_Help_Desk@DCA/AO/USCOURTS
This form should be completed with signature by the vendor and submitted by Judiciary staff only.